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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2092.1A**
Effective Date: August 07,
2003
Expiration Date: August 07,
2008[Printable Format \(PDF\)](#)

Subject: Distribution of Royalties Received by NASA from the Licensing or Assignment of Inventions

Responsible Office: Office of the General Counsel

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CHAPTER 1. Responsibility

1.1 Associate General Counsel (Intellectual Property)

The Associate General Counsel (Intellectual Property) is responsible for ensuring that all royalties and other payments received from the licensing of inventions described and claimed in patents and patent applications, or as otherwise provided by law, are forwarded, along with the identification of the NASA Centers or facilities in which the inventions were made and the identities of the inventors or coinventors entitled to receive royalty payments, to the Office of the Chief Financial Officer for distribution.

1.2 Chief Financial Officer, Office of the Chief Financial Office

1.2.1 The Chief Financial Officer, Office of the Chief Financial Officer, is responsible for the following activities:

a. Establishing and maintaining a system for the accounting and distribution of royalties and other payments. Inventors receiving royalty payments shall receive a letter containing

- 1) the name of the licensee and the license number,
- (2) the total amount of the royalties from which the distribution is being made,
- (3) the date royalties were received, and
- (4) a reference to this NPR.

b. Notifying the Center Directors; Director, NASA Management Office--JPL; and Director, Office of Headquarters Operations, of the amount of royalties and other payments available for distribution to their facilities, and informing the Office of the General Counsel and the Chief Engineer (as Chair of the Inventions and Contributions Board) of the distribution.

1.3 Center Directors; Director, NASA Management Office--JPL; and Assistant Administrator, Institutional and Corporate Management

1.3.1 Center Directors; Director, NASA Management Office--JPL; and Assistant Administrator, Institutional and Corporate Management are responsible for the following activities:

- a. Ensuring that all royalties and other payments available for distribution to their facilities are used and obligated.
- b. Keeping the Institutional Associate Administrators informed.

1.4 Inventors

1.4.1 It is each inventor's responsibility to keep both the Chief Financial Officer, Office of the Chief Financial Officer,

and the Office of Patent Counsel at the appropriate NASA facility apprised of his or her current address and telephone number. Any changes should be provided in writing to the following individual:

Director, Financial Management Division

National Aeronautics and Space Administration

Code BF

Washington, DC 20546

If reasonable attempts to obtain current information for a particular inventor fail, the royalties to be distributed shall be recalculated without the inventor's participation in accordance with subparagraph 2.2. If the particular inventor is later located, he or she will be included in future royalty distributions, but past royalties not received will not be restored.

1.4.2 Subject to applicable law, NASA shall distribute a deceased inventor's share of royalty payments to the inventor's estate provided that the estate is legally in existence. Upon notification of the death of an inventor, the Office of Patent Counsel at the appropriate NASA facility will make reasonable efforts to contact the inventor's personal representative to obtain information needed to establish the existence of an estate and to distribute royalties to the estate. If reasonable efforts to obtain the needed information for a particular inventor's estate fail, the royalties to be distributed shall be recalculated without the participation of the inventor's estate in accordance with subparagraph 2.2. If the needed information is obtained at a later date, the inventor's estate will be included in future royalty distributions, but past royalties will not be restored. It is the responsibility of the inventor's personal representative to provide current information to the NASA officials listed in subparagraph 1.4.1.

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